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29 JUL 1970

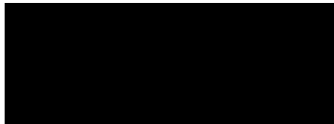
MEMORANDUM FOR: Director of Personnel

SUBJECT : Annual Reports

1. Attached are Annual Reports submitted by the Benefits and Services Division (BSD), the Contract Personnel Division (CPD), and the Retirement Affairs Division (RAD). You will also find attached a few additional highlights selected from some of my own activities during this past Fiscal year.

2. I regret that the pressure of time has prevented us from complying fully with your instructions concerning the substance of this year's Annual Reports. Notably lacking is the variance reporting which you requested. I wish also that the attached material contained some better analysis or identification of trends which could highlight even more the general direction in which some of our work is headed. It is clear also that we must standardize the reporting you receive from this element and I plan soon to meet with our Division Chiefs to reach some agreement, not only on the format which these Annual Reports should take, but also to seek their suggestions on reports we can submit on a regular basis, e.g., quarterly.

3. In terms of workload and commitment of personnel assets available to us to meet the tasks assigned, the reports almost speak for themselves. Yet, we know that pressures of ceiling are still with us and that we must anticipate the possibility that we must do our work with fewer people. I would be remiss in not acknowledging the support we have received in this element, particularly in the authorization of additional ceiling for the Retirement Operations Branch where the need has been so great. In turn, we must be sure that we need what we have. Consequently, I have alerted our three Division Chiefs that within the next 30 to 60 days I will conduct, with each, a position by position analysis for the purpose of identifying whether and where some relief might be found.

  
Deputy Director of Personnel  
for Special Programs

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